



# STATE OF IOWA

CHESTER J. CULVER, GOVERNOR  
PATTY JUDGE, LT. GOVERNOR

DEPARTMENT OF EDUCATION  
JUDY A. JEFFREY, DIRECTOR

DATE: October 17, 2008

TO: Local Education Agency (LEA) – Please route to individuals approving the Iowa Eligibility Applications for school meals

FROM: Julia Thorius, Chief  
Bureau of Nutrition, Health and Transportation Services  
515-281-4754  
[julia.thorius@iowa.gov](mailto:julia.thorius@iowa.gov)

SUBJECT: Sharing of Household Information with the *hawk-i*/Medicaid Program

Public Local Education Agencies (LEAs) **are required** by Iowa Administrative Code to release to the Department of Human Services Healthy and Well Kids in Iowa (*hawk-i*/Medicaid Program) household information for the students eligible for free or reduced price meal benefits who have expressed interest in learning about *hawk-i*. Non-public LEAs are encouraged but not required to release household information.

## Iowa Administrative Code

### **283A.2 School lunch and breakfast programs.**

Each school district that operates or provides for a school breakfast or lunch program shall provide for the forwarding of information from the applications for the school breakfast or lunch program, for which federal funding is provided, to identify children for enrollment in the medical assistance program pursuant to chapter [249A](#) or the healthy and well kids in Iowa program pursuant to chapter [514I](#) to the department of human services.

Iowa schools serve thousands of low-income children in school lunch and breakfast programs and can play a vital role in outreach for Medicaid and *hawk-i* (Iowa's State Children's Health Insurance Program). Iowa's uninsured population continues to grow, as is the nation's, due to layoffs and increasing health insurance premiums.

More children may be eligible for publicly funded health insurance programs than thought; even a working family of four earning up to **\$42,400.00** may qualify for *hawk-i*. Clearly, health insurance is an important issue that affects many of your students and their families. The *hawk-i* program will mail *hawk-i* applications to the households that have requested a contact.

A copy of the contract and amendments between the Department of Human Services (DHS) and the Department of Education (DE) is enclosed. The DE, acting on behalf of participating LEAs, entered into the contract with DHS. You will find signatures from DHS and DE and a place for the LEA to sign. The **LEA must review and sign the contract**. Signing the contract exercises your authority to disclose the eligibility information as authorized. The contract between the DHS and the DE will be in effect until June 2009. The signed contract and a copy of the list released to *hawk-i* must be on file with the LEA's approved Iowa Eligibility Applications. These materials must be on file for three years following the close of the current year or until any audits are resolved. The LEA may not release the names of any parents/guardians who have signed the *hawk-i* section of the Iowa Eligibility Application or Direct Certification Eligibility notice requesting that their information not be released.

The contract outlines the procedures for sharing the information. These procedures are summarized below:

- October 13, 2008** •LEAs will identify the households with students eligible for free or reduced price meals that expressed an interest in *hawk-i*.
  - LEAs will upload select information for the identified household using an Excel template via the Department of Human Services designated web site (<http://www.hawk-i.org/freelunch>) Contact *hawk-i* at 1-800-257-8563 for assistance with submission of the Excel file.
- December 1, 2008 - Complete upload on or before this date.**
  - Instructions on how to submit the data via the web site is enclosed.

Below is the *hawk-i* web site and account number and password information.  
*hawk-i* web site:

**Web site:**     <http://www.hawk-i.org/freelunch>.

**Account number and password:**

Your account number is an 8 digit number made up of your four digit district number followed by 4 zeros. Non-public schools should use your 8 digit DE agreement number. Your initial password will be **bluebird\$**. You will be asked to change this password on your initial log-on.

For program related assistance contact your designated consultant or Nancy Christensen at [nancy.christensen@iowa.gov](mailto:nancy.christensen@iowa.gov) or 515-281-5663. No information, lists or copies of the contract should be sent to the Department of Education, Bureau of Nutrition, Health and Transportation Services.